

VA Area Communications Coordinator's Report

Date of Spring Assembly: May 4-5, 2024
Area Coordinator: Communications Coordinator
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Informational Items:

First Panel for this Area Coordinator position, third year:

- Continued to schedule meetings and consult with DRs, GRs, and Area Officers. Answered general inquiries
 1. Al-Anon Family Group (AFG) and Virginia Area District meetings
 2. Virginia Area World Service Committee (VAWSC) meetings
 3. Al-Anon Service Center of Northern Virginia (NVSC) meetings
 4. Hybrid Area Assemblies in 2023
- Provided audio recordings of business meetings for Officers, Districts, special speaker meetings, and others as needed
- Emails - continued to respond to requests for Webex scheduling, meeting information, and general inquiries
 - Monitor Area emails – add/delete vaalanon.org emails as needed
 - Assign and configure forwarding emails for VAWSC members and Area Officers
- Training – Webex Training is provided as needed.
 1. Requests for training had declined recently, until Cisco updated their Webex app in November 2023.
 2. Tech Team members to schedule and assist/support the Area Groups as needed.
- Attended Other Coordinator/Liaison Meetings
 1. Assembly Coordinator
 2. Website Coordinator
 3. Al-Anon Service Center of Northern Virginia (NVSC)
 4. NVSC Public Outreach Workshops
 5. Alateen Sponsor Training
 6. Long Range Planning Committee

- Outcomes, struggles, successes
 1. Successful Hybrid Spring and Fall Assemblies 2023
 2. Struggled with new "email verifiable" update of the Webex app
 3. Successful transitions for Groups hosting their own AFG meetings

- Important action items accomplished
 1. Assisted with posting new events on the Virginia Area Calendar through November 2023
 2. Assisted with updating the Virginia Area Website content as needed

Expected Focus in 2024, the last year for Panel 62:

- Identify and begin training a new Tech Team for Panel 65
 - Cisco's Polling and Q & A removed – Ellie F. offered to take on these functions
 - Potential additions have begun to attend Tech Team meetings
- Participation in Area discussions and meetings on digital platforms, document storage requirements, backup and disaster recovery processes, version control and security for Area documents and Website files, data storage and structures